



Republic of the Philippines
Department of Environment and Natural Resources
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MEMORANDUM

TO : **The Bureau Directors**
Biodiversity Management Bureau
Ecosystems Research and Development Bureau
Forest Management Bureau and
Land Management Bureau

The Regional Executive Directors
CAR, NCR, I, II, III, CALABARZON, MIMAROPA,
V, VI, VII, VIII, IX, X, XI, XII and XIII

FROM : **The Assistant Secretary**
Finance, Information Systems and Mining Concerns and
Deputy Quality Management Representative

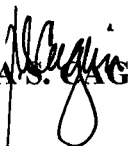
SUBJECT : **SUBMISSION OF YOUR OFFICE SPECIAL ORDER
REGARDING CONDUCT OF INTERNAL QUALITY AUDIT
AND COMPOSITION OF YOUR IQA TEAMS**

DATE : January 20, 2023

In the interest of the service and in line with the DENR Special Order no. 2023-12 Authorizing the Conduct of Internal Quality Audit at the Central Office, Bureaus and all Field Offices from January-March 2023, Staff Bureau Directors and Regional Executive Directors are instructed to submit a Special Order the composition of your Internal Quality Audit teams (Lead Auditors, IQA members, documenters and observers) on or before January 27, 2023.

Attached is the copy of the approved DENR Special Order for the conduct of Internal Quality Audit for your guidance.

For strict compliance.


NONITA S. CAGUIOA



Republic of the Philippines
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JAN 10 2023

SPECIAL ORDER
No. 2023 - 12

**SUBJECT: AUTHORIZING THE CONDUCT OF INTERNAL QUALITY
AUDIT AT THE DENR CENTRAL OFFICE, BUREAUS AND
ALL FIELD OFFICES FROM JANUARY-MARCH 2023**

In the interest of the service and in order to ensure continual improvement of the DENR Quality Management System (QMS) in accordance with ISO 9001:2015, the conduct of Internal Quality Audit (IQA) at the Central Office, Bureaus, Regional Office, PENROs and CENROs is hereby authorized to be conducted from January to March 2023 by the designated IQA Teams.

The Bureau Directors and Regional Executive Directors are authorized to issue a Special Order to designate their respective Audit Teams to include Lead Auditor, documenters, and observers.

The Audit Teams shall provide the Audit Plan to the auditee seven (7) working days before the conduct of internal audit. The QMS Lead Auditor is authorized to reassign Auditors to other Audit Teams, as necessary. The QMS Lead Auditor shall submit report of the IQA to the Overall Quality Management Representative (QMR) through the Deputy QMR within ten (10) working days after the end of the audit.

All IQA Teams shall monitor the implementation of corrections and corrective actions and submit verified updates on the closeout of all issued Corrective Action Requests. The QMS Lead Auditor shall monitor the status of all non-conformity findings and submit reports to the QMR.

All expenses to be incurred related to the conduct of the IQA shall be charged against their respective offices' funds subject to the usual accounting and auditing rules and regulations.

This order shall take effect immediately.

ATTY. ERNESTO D. ADOBO, JR., CESO I
Undersecretary for Legal, Administration,
Human Resources and Legislative Affairs

